Program Chairperson Roles and Responsibilities

Provides updates to the district governor and convention chairperson.

This role typically is served from the conclusion of previous district convention through conclusion of the convention they were elected for. Additional time may be necessary to transition to the next year's program chairperson.

Overview: Responsible for all aspects of the convention program, including all plenary, seminar/breakout sessions, banquet, and meal events. Collaborates with the district governor and convention chairperson to determine the conference theme, amount, and duration of sessions as well as the overall conference schedule. Oversees the program team coordinators throughout the convention program delivery.

Additional accountabilities include but are not limited to:

- Collaborates with the Convention Team to provide meaningful and relevant seminars and service projects, per the results of the questionnaires from the previous year's convention sessions.

- Responsible for collaborating with the district governor, convention and host committee chairpersons to find and confirm speakers and presenters (see *How to find a Great Speaker).*

- Assist marketing chairperson by gathering material from speakers and presenters including photos and bios.

- Recruits and oversees the production team.

- Develops and manages program task lists and master schedule.

- Prepares a head table list for each event as needed and provides copies to Convention Team and Host Committee Chairperson.

- Holds regular program team meetings and reports back to the convention team.

- Provides audio/visual coordinator with schedule of events, room assignments and presenter/facilitator name as well as hard and digital copy of the presentation.

- Works with Convention Team and hotel to make signs as needed (i.e. place cards, seminar signs, directional, etc)

- Work with the entertainment (if any) to provide arrival instructions, equipment loading and other needs.

- Works with the host committee chairperson to ensure volunteers for events.

- Ensure rooms are neat and stocked with prearranged items such as pens, paper, water and mints.

Recommendations when building the program team.

- Two (2) people per area
- Areas include:
  - Plenary
  - Business session
  - Breakout/seminar
- Banquet/meal events
- Entertainment
- Audio/visual
- Service project/fundraiser

Sample Master Schedule

Date	Start Time	End Time	Event	Building/Location	Room	Team Member(s) Assigned
Day 1						
Day 2						